



St. Mary's Primary School

Empowering the Gifts Within

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Privacy Policy

Related Policies

Nil

Purpose

This policy has been established for the staff, parents and students of St Mary's community, which they will comply with their obligations under the Privacy Act 1988.

Policy

Development and implementation of practices to protect confidentiality are required at all levels of operation in St Mary's school community. Our school collects and generates a vast amount of information which must be managed in a sensitive and professional manner.

Personal information concerning students or staff; organisational, statistical and strategic information; and assessment and evaluation information must only be circulated to appropriate recipients. Discussions regarding such information must only be conducted amongst appropriate parties.

Access to information must be strictly limited to those with required authority and demonstrated need. Measures are in place to protect data from theft, corruption and interference. It is expected that all at St Mary's will adhere to and enforce these security measures.

It is the responsibility of individuals to recognise and implement the level of confidentiality required for information they are handling. Should there be occasions when an individual is unsure of the appropriate method of dealing with information, it is their responsibility to seek advice from the appropriate authority and to act on that advice.

Definitions

All definitions are clearly outlined in the CEO policy *Privacy and related CEO policy Confidentiality*. These policies can be found at www.ceo.catholic.edu.au/policies/privacy and at www.ceo.catholic.edu.au/policies/confidentiality

References

CEO Privacy Policy www.ceo.catholic.edu.au/policies/privacy

CEO Confidentiality Policy www.ceo.catholic.edu.au/policies/confidentiality

Privacy Act

<http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/frameLodgmentAttachments>

Privacy Amendments 2005

<http://parlinfoweb.aph.gov.au/piweb/Repository/Legis/oldBills/Linked/23010112.pdf>

National privacy Principals <http://www.privacy.gov.au/publications/npps01.pdf>

Approved by	School Executive Team
Implementation Date	2012
Revision Date	2017
School Contact	Principal